



City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications: **ADMINISTRATIVE DIRECTOR**

Put your passion and talent to work helping education nonprofits thrive with City Scholars® Foundation.

As a small philanthropic organization poised for significant growth, City Scholars® Foundation brings corporate and community leaders together to strengthen and accelerate the impact of critical education nonprofits that collectively give over 56,000 low-income youth each year a better chance to learn and achieve against the odds.

To achieve operational excellence as we expand our impact and influence throughout Southern California and beyond, we're looking for a strategic, proactively motivated and operationally gifted **ADMINISTRATIVE DIRECTOR** to join our team. With sleeves up, hands on and a heart for helping nonprofit leaders and the children they serve succeed, our **ADMINISTRATIVE DIRECTOR** oversees, manages and executes day-to-day operations for the Foundation and our signature investment, the City Scholars® Fellowship for Education.

Reporting to and working closely with our Founder & President/CEO, this high-impact role combines elements of operational leadership, program implementation and stakeholder engagement to ensure all the puzzle pieces fall in place perfectly and the Foundation grows forward operating like a well-oiled machine.

If you (1) enjoy zooming out to see the big picture while also zooming in to execute the details of day-to-day operations, (2) are highly self-accountable working in a hybrid, largely virtual environment and, (3) would love to join an amazingly collaborative, supportive and fun-loving team of executive volunteers and staff who together, as TEAM City Scholars®, make our mission possible, then we look forward to reviewing your application.

WHO WE ARE:

We are City Scholars® Foundation, a tax-exempt, for purpose corporation founded in 1993. **We believe every child deserves a quality education regardless of their zip code or family income.** In high-poverty, under-resourced communities, education nonprofits play a critical role helping youth succeed both in and out of the classroom. That's why we're passionately committed to helping education nonprofits thrive.

WHAT WE DO:

To survive and thrive, quality education nonprofits depend upon resourceful, resilient and collaborative leaders who need more than heart to keep the lights on and the doors open. Because education counts and leadership matters, we partner with executive volunteer donors, corporate and foundation partners and other leadership donors to sponsor the **City Scholars® Fellowship for Education.**

As a collaborative, tuition-free leadership and capacity building institute, our Fellowship for Education invests in and partners with a diverse community of highly-motivated nonprofit CEOs (distinguished as City Scholars® Foundation Fellows) to grow out-of-school time and school-based education nonprofits (currently 21) from survival to success to significance. Together, our Foundation Fellows and the education nonprofits they lead empower over 56,000 low-income, high-potential youth each year throughout the five-county Greater Los Angeles region to succeed in school, at work and in life. Be inspired at www.cityscholars.org.

www.cityscholars.org

WHAT YOU'LL DO:

As our **ADMINISTRATIVE DIRECTOR**, you'll leverage your administrative leadership, program/project management and relationship building skills to advance the Foundation's mission and growth. You'll work closely with our Executive Coordinator, Bookkeeper/Assistant and Foundation Intern(s); and, interact extensively with TEAM City Scholars® executive volunteer donors (Board & Executive Council), corporate, foundation and community partners and other supporters. You'll also joyfully represent the Foundation with integrity and professionalism at all internal and external events. Core accountabilities include among others:

Operational Leadership:

- Assisting our Founder & President/CEO with strategic planning, organizational management, board engagement and team development, including preparing and presenting timely analysis and reports on the Foundation's performance towards strategic impact, engagement and operational goals.
- Identifying, implementing and monitoring productivity tools and technology, systems and processes to maximize efficiency and effectiveness for the Foundation and our Fellowship for Education.
- Managing financial and administrative operations in partnership with our Executive Coordinator, Bookkeeper/Assistant and Accountant who is a TEAM City Scholars® Executive Council member.
- Overseeing recruitment, onboarding, mentorship and day-to-day supervision for our Foundation Intern(s).

Program Implementation:

- Administering our Fellowship for Education's annual nomination and selection process, including managing and participating with team efforts to identify, vet, select and onboard diverse, highly-motivated First-Year Foundation Fellows.
- Supporting planning, taking charge of organizing and hosting, participating in and evaluating monthly Fellowship for Education virtual and in-person convenings (including the annual Kick-Off and year-end Retreat) that facilitate learning, support accountability and promote collaboration.
- Overseeing the development, implementation and ongoing evaluation of both our Fellowship for Education's online resource and communications hub and impact database/CRM system.
- Managing the production and distribution of internal and external impact communications that leverage data-driven storytelling to promote greater awareness of and engage increased support for our Fellowship for Education and the Foundation. Our Founder & President supports content development to ensure consistent branding and messaging.

Stakeholder Engagement:

- Collaborating with our Founder & President to recruit and engage TEAM City Scholars® executive volunteer donors who serve as facilitators for our Fellowship for Education, leadership advisors for our Foundation Fellows and as advocates and ambassadors for the Foundation.
- Organizing, managing and stewarding team efforts to mobilize increased financial and in-kind support from institutional partners and individual donors for our Fellowship for Education and the Foundation.

WHO YOU ARE:

To achieve significant impact and succeed in this role, you:

- possess a Bachelor's degree and a proven track record of success (ideally 5 – 7 years or more) in a similar role(s); share our passion for helping education nonprofits, their leaders and the children they serve thrive (demonstrated through professional and/or volunteer service); and, love the challenge of building teams, leadership communities, systems and processes to achieve operational excellence and transformative impact.
- are a versatile, collaborative and impact-driven team player who excels working independently and collaboratively in hybrid office environments. Experience working within a small business, nonprofit or philanthropic organization helps ensure success and is strongly preferred, while program administration, event coordination and/or operations management experience is essential. Experience with or exposure to impact communications, leadership development and/or nonprofit capacity building is a plus.
- think BIG while implementing projects both large and small with excellence; take ownership and initiative; balance focus with flexibility and enthusiasm with patience; have strong analytical and problem-solving skills; demonstrate excellent written and verbal communication skills; are extremely detail-oriented; thrive managing multiple (sometimes changing) priorities and projects with minimal supervision; and, handle confidential matters with discretion.
- are highly proficient with Microsoft Office and Google Workspace. Proficiency with or ability to quickly learn Dropbox, Zoom, Salesforce, SurveyMonkey, Quickbooks, WordPress, Canva, Adobe Acrobat Pro, various social media and productivity technology is a plus. Working knowledge of nonprofit financial accounting and budgeting is preferred.
- can present proof of full COVID-19 vaccination; have access to secure, high-speed internet and a dedicated workspace; possess a valid driver's license; own or have access to a reliable automobile with proof of insurance and valid registration; and, can lift 20 lbs.

COMPENSATION:

As our **ADMINISTRATIVE DIRECTOR**, you'll join our team earning \$70,000 - \$75,000/year working full-time as a salaried, exempt employee.

BENEFITS:

- Hybrid workplace (virtual/remote collaboration most days with a daily TEAM Huddle + 2 – 4 in-person meetings and/or events each month held at various locations in Downtown Los Angeles and/or the Greater Los Angeles region)
- Mileage, public transportation and/or parking reimbursement for in-person meetings and events
- Paid Time Off (including mid-year and end-of-year office closure)
- Employer contribution to group health plan and SIMPLE IRA retirement savings plan upon eligibility
- Professional development opportunities

HOW TO APPLY:

Submit **(1) your professional resume** and **(2) a thoughtful cover letter** sharing a. why our mission matters to you; b. why you are the best candidate for our **ADMINISTRATIVE DIRECTOR** role; and c. your best advice for building teams and staying focused, motivated and accountable working in a hybrid, largely virtual office environment.

Email both application documents as **PDF files to team@cityscholars.org**. Please indicate the following in the subject line: *Last Name, First Name – Administrative Director Application*. Only qualified applicants selected for the interview process will be contacted. No phone calls please. City Scholars® Foundation is an equal opportunity employer. *Nothing in this position description restricts the Foundation's right to assign or reassign duties and responsibilities of this position at any time.*